

REPORTS INVENTORY						CONTROL NO. <i>DD5/oc-050</i>				
<b>PREPARE IN DUPLICATE</b>										
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Trip Reports (TDY)</b>					2. TYPE OF REPORT	<input type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING				
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL					
	LOGISTICS		SECURITY		OTHER (specify)					
	MEDICAL		FINANCE		1. <b>COMMUNICATIONS</b>					
4. NO. OF COPIES PREPARED <b>3</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Aperiodically</b>			6. DISTRIBUTION (No. of components not number of copies) <b>2</b>					
7. FORMAT (memorandum, form computer print-out, etc) <b>Memorandum</b>		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>Per C/OC-SCD</b>	
YES	IF YES GIVE ADP PROCESSING NO.									
<input checked="" type="checkbox"/> NO										
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>OC/SCD/All Branches/Sections</b>			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) <b>Feeder to OC-O Staffs &amp; Internal OC-SCD</b>							
<b>12. COST FACTORS</b>										
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>										
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR				
GS-11(5)	\$6.49		1		\$6.49	200 \$1,298.00				
GS-05	3.15		.5		1.58	200 316.00				
GS-17	14.77		.1		1.47	200 294.00				
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>										
<b>TOTAL COSTS PER YEAR</b>						<b>\$1,908.00</b>				
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.										